



City of Tempe

POLYGRAPH EXAMINER II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	337	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$31.507692
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.535096
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Polygraph Examiner II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS

This is a full journey level class distinguished by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are filled by those who have successfully complete an appropriate polygraph examiner course. Appointment in this class requires the employee be performing the full range of duties assigned to the class.

REPORTING RELATIONSHIPS

Receives general supervision from a Police Sergeant or other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Must have at least three years of law enforcement service; or at least three years of public or private sector investigative experience; or at least three years of law enforcement polygraph examination and while 1.) assigned to an investigative or background investigation unit; 2.) responsible to investigate and bring criminal or similar cases to resolution; and 3.) management of several cases or investigations at a time.
<i>Education:</i>	<ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university.• Graduated from a program that meets the accreditation standards of the American Polygraph Association (APA).• Must have completed a minimum of 200 polygraph examinations using a validated polygraph technique as taught at an American Polygraph Association (APA) accredited education and training program.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver license.• Membership in good standing with the American Polygraph Association.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values and the Department's Five Key Initiatives. Conduct interviews and polygraph examinations pertaining to criminal matters; interrogate deceptive criminals and non-criminals.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and Department policies and procedures; show respect, tact and courtesy in dealings with coworkers and the public; behave in a manner not to obstruct or hinder other employees from completing their duties; act in a safe manner and follow the City's safety procedures at all times.
- Screen applicants for employment with the Police Department and other City departments using the polygraph examination; conduct background investigations of police officers and other Police Department employees and volunteers.
- Establish test conditions; discuss and formulate test questions; analyze test results and submit detailed written reports to a variety of Police Department personnel, attorneys and others.
- Calibrate polygraph equipment; maintain records of equipment performance, and work performed; record unusual circumstances affecting test results.
- Advise investigators, attorneys and a variety of Police Department personnel on legal limitations and individual rights pertaining to polygraph examinations; meet with members of the City and County prosecutors' offices as necessary; appear as an expert witness as necessary.
- Conduct polygraph examinations related to special internal investigations of Police Department personnel as necessary.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Be physically present to perform the duties of the position.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 20 pounds (polygraph equipment and chair; numerous file folders);
- Operate City vehicles (passenger car);
- Work in a stationary position for considerable periods of time;
- Operates computers, polygraph equipment, calculators and other office machines;
- Extensive reading and close vision work;
- Work in an office environment;

- Occasionally experience exposure to heat, cold, dampness, etc.;
- May require working extended hours;
- May work alone for extended periods of time

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective Date November 15, 1988

Revised August 2000 (create flex-class)

Revised November 2001 (range adj due to market)

Revised January 2002 (Title change)

Revised June 2007 (qualifications)

Revised October 2018 (update minimum quals, reporting relationship, essential job functions, duties, and physical/work requirements)